

Prerequisite Program Checklist for School Foodservice Operations

Instructions: Complete this checklist to identify which prerequisite programs you have implemented in your school district and which ones need to be implemented. There may a prerequisite program listed that may not be applicable (N/A) to your school district.

| Prerequisite Program | Yes | No | N/A |
|---|-----|----|-----|
| Supplier Control | | | |
| Letter on file from all vendors stating that they have a HACCP program or follow good manufacturing practices | | | |
| Equipment Installation and Maintenance | | | |
| Equipment is installed properly | | | |
| Equipment maintenance schedules are in place and documented | | | |
| Calibration schedules are in place and documented | | | |
| Cleaning and Sanitation | | | |
| Written procedures for cleaning and sanitizing equipment and facility are in place and documented | | | |
| Cleaning and sanitizing procedures are followed | | | |
| A master cleaning and sanitation schedule is in place | | | |
| Personal Hygiene | | | |
| Written policy and procedures for personal hygiene for employees and all visitors (vendors, teachers, students, etc.) are in place and documented | | | |
| Personal hygiene policy and procedures are followed by every person who enters the production or service area | | | |
| Training | | | |
| An orientation program on food safety for new employees is in place and documented | | | |
| An on-going training program on food safety and HACCP is in place and documented | | | |



This checklist was developed to a guide for the development of food safety prerequisite programs for the typical school foodservice operation in preparation for the development of a HACCP-based system. This checklist refers only to food handling, preparation, and related areas. A thorough assessment of the operation should occur to determine other necessary prerequisite programs. This checklist may be adapted with permission from haccp@iastate.edu

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| Prerequisite Program | Yes | No | N/A |
|---|-----|----|-----|
| Chemical Control | | | |
| All chemicals are separated from food products (either in a separate storage area or in an area in storeroom well away from food) | | | |
| Written procedures to ensure separation of chemicals from foods are in place | | | |
| MSDS forms are available for each chemical stored | | | |
| Receiving, Storing, and Transporting | | | |
| All products are stored under sanitary conditions | | | |
| All products are stored in areas with appropriate temperature and humidity | | | |
| Traceability and Recall | | | |
| All food products are dated when put into storage | | | |
| Pest Control | | | |
| A pest control program is in place | | | |
| Pest control is done by a licensed pest control operator | | | |
| Documentation of pest control procedures is in place | | | |
| Food Temperature Control | | | |
| Food temperatures are maintained and monitored | | | |
| Time potentially hazardous food (PHF) spends in the temperature danger zone is monitored | | | |

There should be standard operating procedures (SOPs) related to each of the prerequisite programs. The SOPs will describe: what tasks are to be done, when the tasks will be done, who will complete the tasks, standards that must be met, and how the completion of the task will be documented. Documentation forms are needed to record actions and to identify corrective action taken if standards are not met.



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